

**ANNUAL COUNCIL MEETING OF OWNERS BURNBRAE COMMUNITY
MEETING HELD AT BEST WESTERN HOTEL
BEAR, DELAWARE
NOVEMBER 19TH, 2015**

Members Present: Pamela Folz – President
Valerie Hinton – Vice President
Jessica Conigliaro – Treasurer
Monica Stoddart – Secretary

Non-Members: Vonetta Glenn – 205C
Christina Folz – 212/C221C
Wendy Mattoon – 206C

Meeting called to order by the President, Pamela Folz. Motion to waive Robert's Rules of order.
Motion seconded by Jessica Conigliaro. Motion accepted. All in favor

Move to approve the minutes by Jessica Conigliaro, motion seconded by Monica Stoddart

The Board previously consisted of three board members. We needed to increase the number by at least two members. The Vice President's position held by Valerie Hinton was vacated on November 19th, 2015.

The Floor was opened to owners who desired to run for a position on the Board.
Two (2) candidates expressed interest in becoming members. Three names were submitted for election.

1. Pamela Folz
2. Christina Folz
3. Wendy Mattoon

Tabulation of Ballots:

Total Ballots:

44 Ballots

37 Proxies

7 Units represented

Pamela Folz, acting President was elected President. Total votes, forty one (41)
Christina Folz was elected to fill the Vice President's seat. Total votes, forty two (42)
Wendy Mattoon was elected Board Member. Total votes thirty nine (39)

We are now a Five Member board.

**Pamela Folz – President
Christina Folz – Vice President
Jessica Conigliaro – Treasurer
Monica Stoddart – Secretary
Wendy Mattoon – Board Member**

Financials:

The budget was reviewed. One of the areas we discussed was the fact that there has to be an increase to the monthly condominium fees in order to help meet some of our financial obligations. Thirty five dollars will be added for a total of \$260.00 per month.

Insurance Company:

After the insurance company did their measurements of the community it was noted that we were underrepresented by 25000 square feet. As a result. As a result the premium was increased by \$30,000.00. The board discussed mandatory requirements by the insurance company. General maintenance included siding, gutters, dryer vents, graffiti on sheds and stairs etc.

Coupon Books:

New coupon books will be issued in January which will reflect the increase in the HOA fees.

Open Discussions:

Eighteen pot holes were identified. They are scheduled for repair. Total cost about \$1350.00
Gutters in building 206 need cleaning.

Motion to adjourn – Pamela Folz, President

Motion seconded by Jessica Conigliaro

All in favor

Prepared by, Monica Stoddart – Secretary